

29 January 1957

MEMORANDUM FOR: DD/I (Admin)
 25X1A9a
 ATTENTION: Mr. [REDACTED]
 FROM: Assistant Director for Basic Intelligence
 SUBJECT: OBI Organization and Functions

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1. The Office of Basic Intelligence, with a ceiling of 80 civilian positions and one IAC (military) position, implements the responsibilities of the Director of Central Intelligence for basic intelligence under NSCID No. 3, including the over-all coordination of the National Intelligence Survey Program and the review, editing, publication, and dissemination of NIS contributions submitted by the agencies participating in the program.

2. The workload in OBI is created by some 40 different activities of government which prepare and submit NIS contributions for final processing by OBI. The personnel staffing pattern in OBI is based upon eight years' experience in processing NIS materials. During the last five of these years the contributing agencies have produced at the general level set for the program by the Joint Chiefs of Staff, providing a sound basis for determining the capabilities which would be required for processing NIS contributions with acceptable timeliness. The present table of organization for OBI is as follows:

	<u>Professional</u>	<u>Clerical</u>	<u>Military (IAC)</u>
Headquarters	4	4	-
Editorial Division	35	5	-
Regional Division	6	1	1
Publication Division	20	5	-

3. The NIS treats with all basic intelligence aspects of foreign areas of the world. These are: Military Geography, Transportation and Telecommunications, Sociological, Political, Economic, Scientific, Armed Forces, Map and Chart Appraisal, and Marine Climate and Oceanography.

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4. The OBI professional staff is composed of highly qualified functional, area, and publication specialists. This staff provides guidance to contributors on NIS requirements, and assures conformance with NIS standards of all contributions processed and published by OBI. The organization and functions of the three Divisions of OBI are as follows:

a. The Editorial Division is organized in five editorial units, each of which is composed of specialists in the functional fields for which the unit has processing responsibility. These units conduct the correlation, substantive review, and editing of NIS contributions to insure subject matter and editorial accuracy and adequacy.

b. The Regional Division is organized by regional divisions of the world as follows: USSR, North and Western Europe, Near East, Far East, and Latin America. One senior area specialist has processing responsibility for each area, and these specialists conduct the correlation, substantive review, and editing of NIS contributions to insure regional accuracy and adequacy; maintain surveillance of regional situations affecting basic intelligence requirements, and recommend revisions of elements of the National Intelligence Survey as regional considerations indicate.

c. The Publication Division is organized in functional units which correlate and review NIS map and graphic materials; supervises the NIS Gazetteer Program, and prepares the NIS and Gazetteers for publication, including the arrangements for their printing and dissemination.

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Distribution:

Orig & 1 - Addressee

1 - OBI

1 - OBI (Spec Studies)

1 - chrono

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